

Optometry Office is Seeking a Receptionist

Qualifications:

- Good customer service skills with computer knowledge
- Must have 6 months in medical office setting
- Some knowledge of optical field is desired
- Bilingual (Spanish/English) preferred

General:

- Will take phone calls schedule appointments, verify insurance, and customer service

Contact:

- Apply online at VOS, [click here to be connected to VOS](#)
- For VOS Assessment & Resume Builder/Assistance [click here for details](#)

For more information visit the Career Transition Center

3447 Atlantic Ave.
Long Beach, CA 90807
(Major Cross Streets: Atlantic/Wardlow)

**Greater Long Beach
Workforce Development System**

Career Transition Center • Youth Opportunity Center
Department of Community Development
City of Long Beach
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org